

***Amended 26 January 2005**

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-042C

**Program Analyst
N0243C
GS-0391-09/07
\$47,257 - \$61,431 pa
\$38,634 - \$50,225 pa**

ANNOUNCEMENT DATE: 24 January 2005
CLOSING DATE: 1 March 2005

SELECTING OFFICIAL: Director of Personnel/Training Site Manager

APPOINTMENT FEATURES: Competitive Status
Career/Career Conditional

POSITION LOCATION: Training Site – Camp Roberts, CA

***RETENTION BONUS OF UP TO 25% OF BASIC PAY MAY/MAY NOT BE OFFERED**

This position is located in a State Headquarters directorate or division level office. The purpose of this position is to serve as the analyst and consultant for the management and administration of programs within the directorate or division. Serves as key coordination point for all program requirements. This work requires knowledge of management principles, organizational theory and techniques of analysis.

1. AREA OF CONSIDERATION: Statewide. Applications will be accepted from current permanent technicians with Career or Career Conditional status within the California Army National Guard technician program.

2. CONDITIONS OF EMPLOYMENT: Completion of a favorable National Agency Check. Must participate in PD/EFT (Direct Deposit).

3. DUTIES: Reviews, evaluates and analyzes obligations and expenditures; assists management in interpretation and utilization of reports and information provided; provides guidance and instructions to subordinate organizations for proper management of programs; develops an annual budget for programs; researches and interprets personnel and training regulations, DA Pam's Circulars, and NGB guidance; assists the management in preparing guidelines and instructions to MSC's for development of the yearly State Operating Budget (SOB); develops and prepares current year program spreadsheets; formulates and reviews all Annual Funding Guidance/Programs (AFG/AFP) ensuring obligation authority is not exceeded and budget adjustments are properly staffed; develops, collects and maintains various historical data used to initiate planning, programming and execution of current and future training and operations programs.

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4. QUALIFICATION REQUIREMENTS: Competitive qualification requirements for this position are from OPM X-118 Handbook:

GS-09 requires 1 year specialized experience equivalent to the next lower grade level (GS-07) **OR** 2 full years of progressively higher level graduate education or master's or equivalent graduate degree (such as an LL.B. or J.D.).

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

GS-07 requires 1 year specialized experience equivalent to the next lower grade level (GS-05) **OR** 1 full year of graduate level education or superior academic achievement.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Knowledge of Department of Army and the National Guard laws, regulations policies, procedures and precedents that pertain to the budget analyst function.
- b. Ability to work effectively under pressure of tight time frames and rigid deadlines.
- c. Knowledge of and skill in applying the principle, practices, and methods of budget execution.
- d. Knowledge of budgeting and financial relationships with workloads of organizational components.
- e. Ability to collect and compile data for inclusion in routine and special reports.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

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SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES MANAGEMENT OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). **ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.** VETERANS PREFERENCE DOES NOT APPLY.

ALL APPLICATIONS MUST BE SIGNED & DATED

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER